

**REQUEST FOR AUTHORIZATION  
TO PROCEED WITH RIGHT OF WAY**

**To:** (DLAE Name )  
District Local Assistance Engineer  
Caltrans, Office of Local Assistance  
(District Address)

Date: \_\_\_\_\_

Dear (DLAE Name):

In order to proceed with the right of way work for the above project, we request that you secure Federal authorization and obligate funds for this work. The amounts requested do not exceed the Federal funds provided to this agency in the approved Federal TIP/Federal Statewide TIP(FSTIP).

Attached are the following documents that are required to authorize this phase of work:

Request for Authorization Package

- ☐ Completed Project Prefix Checklist, (Exhibit 3-E) or
- ☐ The Project Prefix Checklist was previously submitted and the funding types have not changed.
- ☐ Completed Finance Letter (Exhibit 3-F)
- ☐ Completed Data Sheets (Exhibit 3-G)

Field Review Form (Exhibit 7-B)

- ☐ Completed Field Review form, or
- ☐ The Field Review form was previously submitted on \_\_\_\_\_.

Environmental Document

- ☐ Approved Environmental Document  
Type of Document \_\_\_\_\_  
Approval Date \_\_\_\_\_
- ☐ The Environmental Document was previously submitted and approved.

I understand that invoice requests for payment will not be processed until a Program Supplement Agreement and Federal-aid Project Agreement (PR-2) have been prepared and executed.

(Check which of the following applies)

- ☐ I plan to request reimbursement and invoicing for right of way costs as incurred. As indicated above, I have included a completed Field Review Form. I am also including the "Agreements Checklist" (Exhibit 4-A) request form with this transmittal and request that the agreements be prepared now.
- ☐ I do not plan to invoice for right of way costs until this phase of the work is completed. I will transmit the "Agreements Checklist" at a later date.

I will not submit any invoice requests until I receive notification that the Program Supplement Agreement and PR-2 have been executed.

**CTC ALLOCATION**

Check which of the following applies:

- ☐ A CTC allocation vote is not required, or  
☐ The required CTC allocation has been scheduled for the \_\_\_\_\_ meeting, or  
☐ The required CTC allocation was voted at the \_\_\_\_\_ meeting.

**CERTIFICATION**

I certify that the facts and statements in this "Request for Authorization Package" are accurate and correct. This Agency agrees to comply with the applicable terms and conditions set forth in Title 23, U.S. Code, Highways, and the policies and procedures promulgated by the Federal Highway Administrator and the California Department of Transportation relative to the above designated project.

I understand that this Agency is responsible for costs in excess of the Federal funds obligated and all costs incurred before it has received FHWA "Authorization to Proceed" with this phase of the project.

Please advise us as soon as the authorization has been received. You may direct any questions to \_\_\_\_\_ at \_\_\_\_\_.

Signed \_\_\_\_\_  
Title \_\_\_\_\_  
Agency \_\_\_\_\_

Attachments